

CITY OF CARLSBAD
CULTURAL ARTS OFFICE
CONCERT CREW SUPERVISOR

Part-time Temporary Job \$18.00 per hour
Filing Deadline: May 14, 2007



Work Days/Hours: Every Friday from 8 a.m. to 3 p.m. starting 6/22 through 8/24 and occasional additional dates and times to be negotiated.

The A.M. Concert Crew Supervisor is responsible for preparing the concert site for the
"TGIF Jazz in the Parks"
weekly outdoor concert series held in Carlsbad city parks.

Program Description

TGIF Jazz in the Parks is a free, outdoor concert series held for ten consecutive Fridays in the summer in Carlsbad. A contracted producer provides talent and sound services. The City provides all support services, coordinated by the Cultural Arts Office. The concert site moves from park to park every two to four weeks. Concerts are 6-8 pm and 3500 people attend each concert. Services include free shuttle service, a traffic safety management system on surrounding streets, on-site food vendors, a major recycling program & trash management.

Duties

- *Supervise 8-12 crew members (part-time staff) in preparing a concert site in a city park. Assign all crew duties, monitor and maintain teamwork. Supervise the use of various city vehicles.
- *Maintain complete records and timely schedules to complete all on-site work by 3 p.m.
- *Supervise crew transportation and assembling of a 20ft. x 20ft. portable stage and related equipment, set up of safety signs and equipment according to the Traffic Control Plan, set up of all trash and recycle equipment and all support equipment for event needs.
- *Coordinate with all City personnel and contracted service providers arriving on site.
- *Assure appropriate practices at all times to ensure the safety of the crew, the public, city vehicles and city property.
- *Perform related duties as assigned.

Ideal Candidate:

Has experience planning and supervising special events and projects or concert events. Has excellent communication skills. Able to supervise multiple activities at once and complete assigned duties on time. Establishes and maintains cooperative working relationships. Experience in supervising crews or teams in construction, athletics, special tasks or basic military operations. Is extremely reliable and trustworthy.

SPECIAL REQUIREMENTS:

Possess a valid California Driver's License and required insurance.
Must be able to present evidence of a good driving record via Dept Motor Vehicles report.

PHYSICAL REQUIREMENTS AND ENVIRONMENTAL CONDITIONS:

Incumbents frequently drive to site locations and occasionally are required to physically exert themselves (run, walk, stoop, bend, reach) in the supervision of concert site preparation activities. This position may occasionally require incumbents to lift or move moderately heavy equipment, or materials during the course of duties assigned. This position requires frequent exposure to the weather during the course of performing the essential duties.

SELECTION PROCEDURE:

Applicants must complete a City of Carlsbad Application for Employment (available online at www.carlsbadca.gov/hr) Applicants will be notified only if selected for an interview. Questions: Call Arts Office at 760-434-2920.

CLOSING DATE: May 14, 2007.

SEND COMPLETED APPLICATION TO:

Carlsbad Arts Office 1200 Carlsbad Village Drive Carlsbad, CA 92008